

SUPPLEMENT**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**1500.14A FA SUP 10
(DOT 1500.6A)

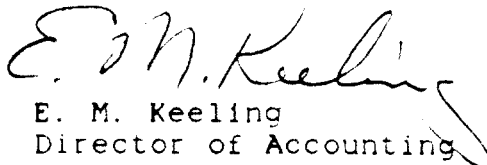
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SUBJ: TRAVEL MANUAL

1. PURPOSE. This supplement provides guidance in determining relocation of residence entitlements when making close proximity moves within the same city or area resulting from an official change-of-duty station.
2. DISTRIBUTION. This supplement is distributed to the branch level and above in FAA headquarters and regions; to the section level and above at the FAA Technical Center and the Aeronautical Center; and to resident directors. A limited distribution is made to field offices and facilities; and copies are furnished to addressees on the ZAA-388 distribution list.
3. FILING INSTRUCTIONS. After filing this supplement, the transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
		5-2-S1 thru 5-2-S3 (Following page 5-2 of Order DOT 1500.6A)	7/2/92


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Director of Accounting

Distribution: ANX-3; A-E-1; A-YE-4; A-POF-O(LTD); ZAA-388
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Initiated By: AAA-300

FA SUPPLEMENTAL PAGE5-0102b-S1. POLICY.

a. Proximity Moves - Change of Station Within Same City or Area. Although a change of station is considered to be in the interest of the Government, it does not necessarily follow that the employee's relocation of residence is incident to the transfer. In case of a relatively short distance transfer, a determination must be made that relocation of the residence is necessary because the increased commute to the official change-of-duty station is unreasonable. In making this determination, the distance and commuting times between the following locations, using usual or normal routes under normal weather and road conditions, are to be taken into consideration:

- (1) Old residence and old duty station;
- (2) Old residence and new duty station; and
- (3) Proposed residence and new duty station.

b. Employees shall not routinely be authorized PCS allowances on the basis of meeting the 10-mile criteria for the distance between the old and new duty stations and the increased one-way commuting distance from the old residence to the new duty station. As a general guideline, PCS allowances shall be routinely considered only when the new duty station is located outside the local commuting area of the old duty station.

(1) The term "commuting area" is defined as the geographic area that normally is considered one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities where people live and reasonably can be expected to travel back and forth daily to work.

(2) The servicing accounting office shall determine the commuting areas within the serviced region, center, or headquarters. A recommended guideline for accounting offices to determine the commuting area is the standard metropolitan statistical area (SMSA) in which the old duty station is located or the 35-mile radius surrounding that location, whichever is less. In determining commuting areas, accounting offices shall also consider additional criteria such as reasonable commuting time in the vicinity.

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c. In addition, relocation of the residence ordinarily will not be considered incident to the transfer unless there is sufficient savings of commuting time and distance. Ordinarily for the relocation to be considered as incident to the transfer, the commuting time between the proposed new residence and new duty station must be appreciably less (e.g., at least 30 minutes) than that between the old residence and the new duty station. Example: At the time Form DOT F 1500.4, Travel Authorization for Permanent Change of Station, is prepared, the employee claims he/she is going to move 30 minutes closer to the new duty station but instead moves a few blocks from the old residence for a 5-minute savings in the one-way commute. The employee then submits a voucher claiming residence transaction expenses. In that example, the authorizing official should not ordinarily approve the voucher for residence expenses.

d. The above information is to be considered when approving Forms DOT F 1500.4, Travel Authorization for Permanent Change of Station, and DOT F 1500.6, Claim and Voucher for Reimbursement of Expenses Incurred in the Sale and/or Purchase of a Residence--Permanent Change of Station. Each prospective close proximity change of residence must be examined individually by the travel authorizing official. The travel authorizing official shall document on Form DOT F 1500.4, the basis for authorizing the proximity move.

e. Travel authorizing officials should advise employees selected for close proximity moves not to incur relocation expenses until they have authorized reimbursement of such expenses. At the time of the preparation of the orders, there should be a clear understanding between the authorizing official and the relocating employee as to the criteria for reimbursement for relocation expenses.

f. Exceptions to the policy may be approved due to unusual circumstances in which the policy is unfair or adversely impacts accomplishment of the agency's mission. The authority to approve exceptions is delegated to the appropriate associate administrator of the affected program and regional administrators or center directors for administrative components of regions and centers. An example of a situation in which an exception may be approved is the case in which an employee who must use public transportation to commute to and from work is reassigned to an official duty station 11 miles from the current official station resulting in an 11-mile increased commute from the employee's home to the new duty station and a 1-hour increase in one-way commuting time. Since the increased commuting time by public transportation would be unreasonable, an exception should be approved provided the employee plans to move at least 30 minutes closer to the new duty station.

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This supplement will not be applied to employees in the bargaining units represented by NATCA, NAATS, and PASS-Flight Standards until negotiations on their national collective bargaining agreements are completed and the new agreements become effective.

